

**Minutes from the Site Visit & Pre-Proposal Conference
of May 20, 2015
RFP No. SRP380-15-R-0003
GSO Building Roof Replacement**

Site Visit

All attendees were shown the site, and were given the opportunity to thoroughly inspect and familiarize themselves with the area, as well as to confirm measurements of the area.

Introduction

Procurement Supervisor, Belle Mecabalo, welcomed all attendees, and chaired the pre-proposal conference. Other U.S. Government representatives present were Bryan Gatmaitan, Stephen Kisling, James Hill, Bernie Dela Cruz, and Reuel Bautista.

Discussion of the Solicitation Package

The following sections of the solicitation were highlighted:

- (1) Section A – Standard Form (SF) 1442, Solicitation, Offer, and Award - cover page
- (2) Section B – Supplies or Services and Prices/Costs
- (3) Section C – Description/Specifications/Statement of Work
- (4) Section D – Packaging and Marking
- (5) Section E – Inspection and Acceptance
- (6) Section F – Deliveries or Performance
- (7) Section G – Contract Administration Data
- (8) Section H – Special Contract Requirements
- (9) Section I – Contract Clauses
- (10) Section J – List of Attachments
- (11) Attachments: Attachment 1 to 7
- (12) Section K – Representations, Certifications and Other Statements of Offerors or Quoters
- (13) Section L – Instructions, Conditions, and Notices to Offerors or Quoters
- (14) Section M – Evaluation Factors for Award

Questions

The following questions were received on or before the due date of May 21, 2015 at 4:00 pm. Answers are provided below:

Q1: Can the Contractor working hours be extended outside of the normal working hours (07:30-16:30)?

A1: Yes, it may be approved by the Contracting Officer's Representative if requested by the contractor. See Section F.8.

Q2: Will the Embassy provide access to toilets/washrooms or should this be provided by the Contractor?

A2: Yes, the Embassy will assign toilets for the contractor.

Q3: What is the location and size of the storage/laydown area provided to the Contractor?

A3: A laydown area within the Seafront Compound will be assigned to the contractor, which will be finalized once the contract is awarded.

Others

The prospective offerors were also reminded of the following:

- (1) Section B.3, Type of Contract – This contract is firm fixed price. It is not subject to adjustments due to any escalation in the cost of materials, tools, equipment, fuel, transportation, labor or inflation rate, or because of the contractor's failure to properly estimate or accurately predict the cost or difficulty of achieving the results required, or due to fluctuations in currency exchange rates.
- (2) Section B.2, Value Added Tax (VAT) – VAT shall not be included in the firm fixed price as it is not applicable to this contract.
- (3) Section B.1, Contract Price – Price shall be in Philippine Pesos.
- (4) FAR 52.222-50, Combating Trafficking in Persons (TIP) – The U.S. Government has a zero tolerance policy. Every instance of trafficking will be examined and could result in termination of employees or subcontractors, suspension of contract payments or contract termination.
- (5) FAR 52.204-7, System for Award Management (SAM) – Contractors must register in SAM at <http://www.sam.gov>.

Conclusion

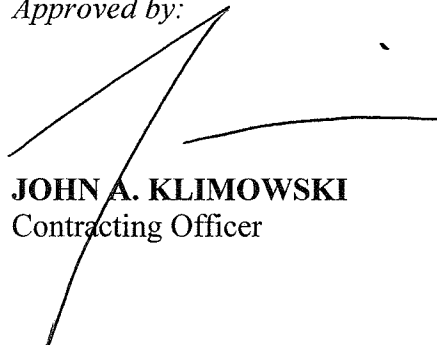
The conference concluded and the attendees were thanked for their presence and expression of interest in serving the U.S. Government. The meeting was adjourned.

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Approved by:



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